vendorREGISTRY

Contact us

Log work requests at
www.nd.gov/vr

(701)328-2773

vendorREGISTRY STAFF

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EVENTS

Purchasing

PO Administrators User Group Meeting will be **Thursday, November 15th at 9:30 in the Sakakawea Room**. This will be an important meeting for PO administrators to attend, as we will be walking through how to close Receipts. ITD will be archiving old PeopleSoft data soon, so all agencies need to get their old receipts closed.

1099 Reporting

Mark your calendar! The annual user group meeting for 1099 reporting will be held **Tuesday, November 20 at 9:30 in the Pioneer Room**.

**We have a few individuals that will be doing the 1099 reporting for their agency for the first time. If you cannot attend this meeting, please make arrangements with Bev Haman at 328-2741 for some one-on-one training. This is too important to wait until January 2nd.

Access the Work Request System

If you do not yet have access to the Vendor Registry Work Request System and need access, please contact Bev Haman or Renee Walery.

PeopleSoft News

Purchase Order Spend

Please check out the query called **NDS_PO_DTL_AMTS**.   This will give you a list of purchase orders within a date range with their dollar amounts. It includes the closed POs as well. This report comes in handy when you want to see the amount of dollars spent using purchase orders.

Vendor Locations

Vendor Registry is inactivating vendor locations that have not been used in 36 months. Should you need one that has been inactivated, please request the reactivation through the Vendor Registry Work Request System.

Individual Classifications

Vendor Registry has added a new vendor classification to help in the identification of vendors for reporting. Since the majority of individuals are not suppliers, we have added the classification of 'individual' to reflect those vendors. The change to these vendors is effective October 1st.   We have reviewed and tested queries, interfaces, and inquiries. Should anyone run into a problem, please notify Vendor Registry.